

## STAVIS SEAFOODS, INC.

### STANDARD OPERATING PROCEDURES — LINE AND EQUIPMENT OPENING/OIL DRAINING PROCEDURE

	3. At each location where oil is to be drained, there will be a small diameter pipe (typically 1/2") that is pointed downward with a hand valve immediately before it. The pipe is pointed downward so that oil may be collected by means of a bucket.	A safety spring type closing drain valve is, by far, much safer than a hand valve that must be turned to open and or to close.
	4. If there is a cap or plug after the hand isolation valve, remove the safety plug or cap slowly from the end of the small diameter drainpipe. Residual ammonia could be present if the isolation valve were to leak, (This plug is in place to prevent an accidental release of ammonia)	For steps 4 through 10, always be in a position on the updraft side of the oil drain bucket and wear gloves, and a full-face respirator.
	5. Position a bucket under the drainpipe to catch the oil you are about to drain. This bucket should be able to sit firmly on the floor or ground, as the majority of our drain points are located at floor level.	
	<b>6. If the spring type self-closing valve is not installed or is damaged one should be acquired and installed immediately.</b> In most cases you will get a lot of foam, continuously allow foam to settle.	<b>DO NOT, FOR ANY REASON, TAMPER WITH VALVE SAFETY CLOSING SPRING FEATURE OR FORCE VALVE INTO THE OPEN POSITION WHILE DRAINING OIL!</b>
	7. Allow the oil to continue draining slowly. As the oil drains and the pot empties you will notice there will be some short bursts of "foamy" oil that appears to have some gas or liquid mixed with it. This indicates that the majority of the oil has been drained and the valve can be closed.	
	8. Close the valve and re-insert the safety plug.	
	9. Carry the bucket of oil to the used oil container, located under the condensers, in the parking lot at the southwest corner of the building.	
	10. Carefully pour the oil into the used oil container.	